

**ANNUAL MANAGEMENT AGREEMENT**  
**Between THE NATIONAL FOREST COMPANY**  
**AND SDDC ENVIRONMENTAL EDUCATION PROJECT (EEP)**  
**2020-2021**

This paper sets out the terms of an agreement between the National Forest Company (NFC) and South Derbyshire District Council (SDDC). The agreement covers the period from April 2020 to March 2021. This contract in itself does not represent any commitment by the National Forest Company towards future funding.

The intention of this contract is to build upon the programme of activities developed by SDDC in The National Forest area and detailed in the Environmental Education Project Development Plan 2019-2025. The success of the Project will be judged by the achievement of the outputs listed in Table 1 below.

In consideration of the sum of £28,600 which is a contribution towards the total project budget of £152,720 (paid at the end of Feb 2020) and subject to the clauses and conditions set out in the attached Conditions of Grant, SDDC agrees to carry out all the work detailed below.

The sum of £28,600 is made up as follows:

- £20,000 sponsorship from Rolls-Royce.
- £8,600 from the National Forest Company's Small Grants Scheme towards delivery of the outputs in Table 1 and the work detailed below from Page 3 as agreed and monitored by SDDC EEP Steering Group.
- The £8,600 is made up of £7000 towards core funding, £1,100 towards Woodland Discovery Days at Ratby and £500 towards the purchase of trees for the Garden Tree Giveaway Scheme.

**The Role of SDDC EEP**

SDDC EEP agrees to assist the NFC in delivering the Greenprint through partnership working creating a

**Forest Environment, by:**

- engaging with and showcasing environmental work taking place in the Forest
- supporting community management of woodlands and heritage assets

**Forest Society, by:**

- increasing volunteering opportunities
- promoting and improving awareness of the National Forest
- creating spaces and opportunities for outdoor learning and participation
- celebrating local heritage and culture
- Embracing new technologies to develop access to learning opportunities and promote the Forest through new channels including social media

**Forest Economy, by:**

- increasing skills and knowledge through training and engagement
- developing new partnerships and opportunities across a range of local industries/ businesses
- Working with NFC and partners towards the Green Recovery post-Covid pandemic

SDDC EEP will assist the NFC in creating an accessible and sustainable Forest by delivering the outputs listed on the following page. SDDC EEP activity will increase opportunities for outdoor learning, volunteering and it will support NFC's campaigns and activities.

SDDC EEP will assist the NFC in achieving the relevant targets set out in the Rolls Royce project, specifically encouraging girls into science, opportunities to support and enhance employee engagement and development and overall focus on social mobility and wellbeing.

SDDC EEP will promote and publicise the National Forest to as wide an audience as possible, support National Forest Campaigns and assist in the development and management of the National Forest and agrees to carry out all the work set out below, and to provide supporting evidence as requested (e.g. Summary papers, case studies, interim/final report, photographs and promotional material) that can be used to formalise monitoring procedures and share best practice. The measurable outputs are shown in *italics* below and should be reported against with each claim.

1. Carry out the work identified in the **Environmental Education Project Five-Year Development Plan (below)** agreed by the Steering Group, in order to deliver the outputs identified in Table 1 \*

TABLE 1 Outputs to be monitored	Targets
Total number of events ( of these 'Wildlife Watch' or other family events)	24 (12)
People at events	1000
School visits to Rosliston Forestry Centre	75
Outreach visits at other sites/ school grounds (no of sites used, list sites)	6
Pupils at school visits (includes outreach)	2500
Adults at school visits (includes outreach)	300
No of outdoor Outreach and on site activities with Volunteers	50
Volunteer hours	600 hours
Delivery of activities for people from areas of low social mobility to work towards raising aspirations, resulting in a positive social impact	10 separate occasions, 200 people to benefit from the activities
Estimate of pupils at school visits from socially disadvantaged groups	450
Estimate of participants at events from socially disadvantaged groups	200
Free trees distributed	1000
Participants in Free Tree Scheme	400
Pupils at Woodland Discovery in TNF	120
Adults at Woodland Discovery in TNF	12
Number of days delivery of Woodland Discovery	3

\*in the event that activities and participation numbers are severely restricted by the Covid Pandemic, equivalent or alternative targets and activities to be agreed.

2. Ensure that all personnel are fully briefed on The National Forest, Timber and identify opportunities for schools, volunteers and communities to further develop their interest including promoting activities at other sites.
3. Maintain contact with a wide variety of groups to ensure that they are all aware of support, funding and training opportunities locally. To provide NFC with participation figures-TBD
4. To share the message of our aspirations to develop a woodland culture where young families look for schools with outdoor learning as part of their ethos. Link into CF4L project and help to facilitate the network
5. Produce quarterly reports on the work carried out through this agreement and a summary report of the draft data outputs from Table 1 to accompany final claim for payment in February. A final version of the data

outputs should be completed by the end of May 2021 with a final report by the end of July 2021. This report should include: Images of projects in progress; Details of News Releases and other publicity; Brief descriptions of each activity delivered including the numbers of people involved and the name of groups involved.

### **The Role of the NFC**

The NFC will provide any information or assistance necessary to SDDC in carrying out its responsibilities outlined above.

NFC will fund 1000 trees to be distributed by SDDC EEP through the Free Tree scheme @ 0.50p per tree, total £500

### **General Terms and Conditions**

1. This agreement may be terminated by either party if the terms of the agreement are not being adhered to, or by the mutual agreement of both parties. Termination of the agreement will require all Grant Aid to be paid back to the NFC to NFC, wholly or in part, dependent upon the proportion of outputs delivered.
2. The terms of this agreement will be monitored within a steering group meeting and assessed at least six weeks prior to the end of the financial year.
3. Responsibility for the operation and monitoring of this agreement will rest with Caroline Scothern (NFC) and Kate Allies (SDDC).

This contract should be signed and returned to The National Forest Company.

*Caroline Scothern (NFC)*      *Date 6/7/20*

\_\_\_\_\_ *Sue Anderson (NFC)*      *Date* \_\_\_\_\_

\_\_\_\_\_ *Kate Allies (SDDC)*      *Date* \_\_\_\_\_

